

**EEOC TRAINING INSTITUTE**  
**Batan Rouge Technical Assistance Seminar Agenda**  
**July 26, 2006**

**Agenda Highlights:** Learn about immigration issues and the employee verification process, conducting an internal investigation, mediation of charges, and the latest EEO court cases.

<b>7:00 A.M. – 8:00 A.M.</b>	<b>Registration</b>
<b>8:00 A.M. – 8:30 A.M.</b>	<b>Welcome</b> <i>Jeannette M. Leino, Director</i> Houston District Office (HDO)  <i>Keith T. Hill, Acting Field Director</i> New Orleans Field Office (NOFO)
<b>8:30 A.M. – 9:45 A.M.</b>	<b>Employee Verification Process</b> <i>M. Stella Jarina, District Director</i> U. S. Citizenship and Immigration Services New Orleans District
<b>9:45A. M – 10:00 A.M.</b>	<b>Break</b>
<b>10: 00 A.M. – 11:45 A.M.</b>	<b>Conducting an Internal Investigation of Discrimination</b> <i>New Orleans Field Office Enforcement Staff</i>
<b>12 Noon – 1:15 P.M.</b>	<b>Lunch</b> <b>Keynote Speaker – TBD</b>
<b>1:30 P.M. – 3:00 P.M.</b>	<b>Resolving Complaints through Mediation</b> <i>Deborah Urbanski, ADR Coordinator, HDO</i> <i>Everett Henderson, Mediator, NOFO</i>
<b>3:00 – 3:15 P.M.</b>	<b>Break</b>
<b>3:15 – 4:15 P.M.</b>	<b>Legal Update</b> <i>New Orleans Field Office Legal Unit Staff</i>
<b>4:15 – 4:30 P.M.</b>	<b>Close Out &amp; Evaluations</b> <i>Jeanette Leino &amp; Keith Hill</i>